



FOOTHILL COLLEGE

# Technology Committee Meeting

## MINUTES

**Date:** 10/25/17

**Time:** 12:30 p.m. – 1:30 p.m.

**Location:** Library Conference Room 3533

## Attending

Roland Amit, Judy Baker, Julie Ceballos, Bradley Creamer, Lisa Delapo, Heather Garcia, Andrea Hanstein, Kevin Harral, Akemi Ishikawa, San Lu, Sharon Luciw, Sherri Mines, Joe Moreau, Mike Murphy, Paula Schales, Matthew Stanley, Paul Szponar

## Discussion Items

1. Welcome and introductions
2. Review and approve minutes (<https://foothill.edu/president/ttf.php>)
3. Updates
4. Status of tech project proposals
5. Results of tech training section of [Spring 2017 professional development needs assessment survey](#) (Baker)
6. Tech help for students
7. Implementation of Foothill College Tech Plan (Baker)
8. Next TC meeting

## Discussion Detail

1. Welcome and introductions  
TC members went around the room and through Zoom for introductions.
2. Review and approve minutes (<https://foothill.edu/president/ttf.php>)  
Minutes from the June 1, 2017 meeting were approved.
3. Updates
  - a. College website (Ceballos)
    - i. Marketing is on target to complete instructional departments' and divisions' sites.
    - ii. Campus life sites will be completed by Monday, October 30<sup>th</sup>.
    - iii. Governance committee sites will be completed as soon as possible. Minutes and agendas for the various committees have been scattered throughout the FH website and appear in various formats. Now they will be housed together and have consistent formatting. This will address (QFE) Quality Focus Essay for accreditation and improve shared governance.
    - iv. Clean up of levels will continue. All major programs will be fewer clicks away. They will not be buried and they will have shorter URLs. This should be completed by the end of fall quarter.
    - v. The first round of OmniUpdate trainings will take place before the holidays for administrators and others identified as requiring training in the first round.

Meeting minutes will be archived online via Group Studio for TTF and at the TTF webpage at:  
<http://www.foothill.edu/president/ttf.php>

- vi. Training will be targeted. Senior cabinet members want to be trained on how to do shorter simple edits. Departments like the STEM Center, TLC, etc. will have trainings specific to their needs such as making changes regularly to their posted schedules.
  - vii. More involved trainings will be offered later so as not to saturate users with information in the beginning.
  - viii. Follow up and one-on-one trainings will also be offered in the future.
  - ix. Access will need to be given to users before single signon can be utilized.
  - x. Work continues on creation of guides.
  - xi. Website governance will continue to be discussed with the Tech Committee.
  - xii. Staff and faculty will be encouraged to complete their individual directory pages.
  - xiii. For now, Marketing will be responsible for policing website accessibility issues. Everyone is encouraged to contact them if any issues are found.
  - xiv. Last June the California State Auditor selected 3 districts at random to inspect. FHDA was among the 3 with an emphasis placed on De Anza. The audit went well. There were issues to address, but nothing unreasonable was cited. The district and two colleges do need to improve documentation around accessibility issues. A quick log that identifies the initial report, how it is addressed and how long it takes to address the issue will need to be maintained.
  - xv. Andrea Hanstein was thanked for her service to Foothill College and was given well wishes for her new position with (OEI) Online Education Initiative.
- b. ETAC and ETS (Moreau)
- [Foothill-De Anza District Technology Plan 2017](#) finalized in June 2017
- i. The new format and development process is in place for the Tech Plan. The district's and two colleges' plans are aligned.
  - ii. The entire plan is available online at the above link. The 3-year plan with a 1-year action plan is in place. Goals for the final year, 2018-2019, will have to be set. The first deadline will be in December/January.
  - iii. The district received good reviews from the accreditation team. There was not much feedback for Foothill College, although a tighter process for addressing the technology needs of the college was recommended.
- c. Status of Canvas migration and OEI Exchange at Foothill (Baker)
- Etudes is no longer being used for instruction at Foothill College. 450+ faculty are trained or certified to use Canvas. The most dramatic increase in use of Canvas is for on-campus courses.
- i. 111 of the 114 California community colleges have committed to using Canvas. Use of the same (LMS) Learning Management System is not only easier on the students, but makes the process smoother when hiring adjuncts. There is considerable interest in badging to easily identify faculty who have completed Canvas certification/training. Foothill College already provides this service to faculty who have completed the certification process through our Online Learning office.
  - ii. The 115<sup>th</sup> completely online community college, referred to as project (FLOW) Flex Learning Options for Workers, is workforce development oriented. This project will be supported by OEI, but is separate and distinct. There has been discussion of not allowing this project to cannibalize the existing online programs of community colleges.
4. Status of tech project proposals
- a. Give instructors the ability to submit grades directly from their Canvas course sites to Banner - ready to beta test for the end of the Fall academic term (Baker)
    - i. Because the grading tool in Canvas was developed for assessment and not as a reporting tool, Instructure was not prepared for this project last year, but it is now moving forward.
    - ii. Quality assurance is time consuming. If you are detailed-oriented and have interest in the beta testing, contact Judy Baker, [BakerJudy@fhda.edu](mailto:BakerJudy@fhda.edu).

- iii. Stakeholders will be kept informed about the progress.
- b. Texting students (Hanstein)
  - i. There is currently no district-wide or college-wide texting to students for non-emergency announcements. Originally, FHDA did not want to saturate students with announcements or dilute emergency messages. But since texting has become the primary mode of communication by which students would like to receive information, the district is reconsidering this process.
  - ii. There is work on deploying a mobile app. It will not be a duplication of the colleges' websites. It will allow for improved use of Banner and MyPortal and thus improving enrollment. There will be a GPS function for locating classrooms and integration with transit maps. It is capable of integrating with the Canvas app, but the Canvas mobile app is more robust and has a better interface. More information will be provided as it develops. There will be demos offered when closer to a final version.
- c. Other projects
  - i. Starfish is underway with a basic skills pilot. It will soon roll out to a larger campus community. It can be integrated with Canvas, but will be integrated with Banner first.
  - ii. Project reports can be checked at the ETAC site:  
<http://ets.fhda.edu/projects/index.html>.
- 5. Results of tech training section of [Spring 2017 professional development needs assessment survey](#) (Baker)

This survey was developed for the Professional Development committee, but 2 questions pertain to TC committee. Responses clearly breakdown by classification. Classified employees were interested in tech training, faculty less so. Faculty were interested in pedagogical discussions.
- 6. Tech help for students
  - i. There is no formal process to provide tech support for students. No staff or mechanism is in place to assist students with tech problems. ETS is not staffed to help individual students.
  - ii. Students do not always have the resources to solve their tech problems on their own.
  - iii. It was suggested that student government help create a process to assist peers.
  - iv. Informally, students may be sent to the Student Resource Center for assistance.
  - v. It was recommended that a guide be posted on the website to identify areas on campus where students can find help.
- 7. Implementation of Foothill College Tech Plan (Baker)

This agenda item was tabled for the next TC meeting.
- 8. Next TC meeting
  - i. The next meeting will be scheduled for Wednesday, November 29 from 12:30 p.m. – 1:30 p.m.
  - ii. Send agenda items to Judy Baker, [BakerJudy@fhda.edu](mailto:BakerJudy@fhda.edu).